

**GENERAL SERVICES ADMINISTRATION**  
WASHINGTON 25, D. C.

December 13, 1961

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 253

TO : Heads of Federal Agencies

SUBJECT: Paper and Paperwork: Selected Guidelines for Management

1. General. This circular provides the first two of a series of issuances under the subject of Paper and Paperwork: Selected Guidelines for Management. This series of guidelines is designed to provide a central reference source for important standards, requirements, and recommended practices relating to the administrative control of paper as a commodity and to the management of paperwork operations.
2. Objectives. Paper is the most extensively used commodity in the Federal Government. Because of the volume used and its cost, paper deserves special consideration in management's efforts to effect economies in Government operations. Although paper is not presently considered a critical material requiring special conservation measures, it is essential that Federal agencies institute and maintain effective controls to prevent waste and keep use to a minimum.

Much more important than the value of paper itself is the cost of manpower, equipment, and space assigned to doing something to or with paper. Paperwork, the basis for nearly all actions in Government, demands a substantial part of our time and resources. Management must give continuing attention to paperwork, always questioning the need for it and constantly seeking to bring maximum effectiveness and economy to essential paperwork activities.

The guidelines have been prepared in the form of separate attachments to facilitate the dissemination of information to officials and employees responsible for the subject matter covered.

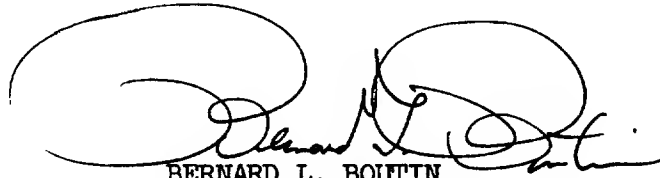
3. Background. The two guidelines provided by this circular deal with subject matter primarily covered by Bureau of the Budget Circular No. A-33, Revised, dated March 9, 1959. Concurrently with the issuance of GSA General Regulation No. 27 and this circular, Bureau of the Budget Circular No. A-33, Revised, is rescinded. Under the provisions of GSA General Regulation No. 27 the General Services Administration assumes responsibility for the issuance of Government-wide standards governing the specifications and use of stationery by Government agencies.

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4. Contents of Guidelines.

- a. Stationery Specifications, Procurement, and Use. These guidelines (attachment 1) bring together into one document the standards, requirements, and suggested practices relating to blank and printed papers and mailing envelopes used by the executive agencies for official Government correspondence. The guidelines also cover the specifications and requirements concerning Optional and Standard Forms used in correspondence.
- b. Suggested Mailing Practices. This issuance (attachment 2) presents guides for use by agencies in establishing and maintaining efficient and economical mail operations.

5. Availability. A limited number of copies of the two guidelines are available for distribution. They may be obtained from General Services Administration Region 3, Office of Regional Administrative Assistant, Administrative Operations Division, General Services Regional Office Building, Washington 25, D.C.



BERNARD L. BOUTIN  
Administrator

Attachments